

# **Facilities Management Branch Hazard Communication Plan**

**Goddard Space Flight Center  
Wallops Flight Facility  
Wallops Island, Virginia**

**May 2000**

# Facilities Management Branch Hazard Communication Plan

**Revision 0**

**May 2000**

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## Summary of Changes

Change	Section	Date	Rev

Note: The Revision Number will change on the signature page (page 2) and all other pages in this document. This document will be approved by signature each time a revision is issued.

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ABBREVIATIONS, ACRONYMS, AND INITIALIZATIONS

FMB	Facilities Management Branch
FOM	Facility Operations Manager
WFF	Wallops Flight Facility
TAM	Task Area Monitor

## **Facilities Management Branch Hazard Communication Plan**

### **1.0 Introduction**

The Facilities Management Branch (FMB) is responsible for the construction of new facilities, the rehabilitation and modification of existing facilities, and the operations and maintenance of existing facilities and infrastructure for Wallops Flight Facility (WFF). As a result of a FMB project, there may be temporary hazards to be communicated to WFF employees.

It shall be the policy of the FMB to implement procedures to avoid occupational injury and/or illness, loss of life, and loss or damage to property by:

- a. Identifying hazards.
- b. Reporting hazards.
- c. Communicating hazards to employees.

### **2.0 Hazard Identification**

All personnel supporting FMB are responsible for identifying potential hazards.

### **3.0 Hazard Reporting**

A potential hazard resulting from a FMB bid project shall be reported to the Construction Management Group Leader. A potential hazard resulting from a FMB in-house project shall be reported to the Task Area Monitor (TAM). The Construction Management Group Leader or the TAM shall report the identified hazard to the Safety Hazard Coordinator.

### **4.0 Communicating Hazards**

When a hazard has been reported, the Safety Hazard Coordinator shall notify the appropriate Facilities Operations Manager (FOM). Each FOM shall notify employees in their facility.